For Release 2001/07/28 : CIA-RDP78-03090A000100170006-6

SPECIAL BULLETIN

OFFICE OF TRAINING

No: 5-75 Date: 24 January 1975

To: All Training Officers of the Agency

INFORMATION SCIENCE FOR MANAGERS II

The Office of Training announces another offering of the "Information Science for Managers" course. This two-week, full-time course covers new methodologies for Management and Intelligence. It is applicable to those in support and operations, as well as intelligence assignments.

The course is designed for executives, managers, potential managers, supervisors, members of management staffs, and other senior professionals with intelligence, collection, production, support, operations, or management responsibilities. It stresses the *application* of information systems and systematic methods of analysis by *systems users* to a variety of management and intelligence tasks. It is not designed for skilled systems specialists and the content of the course is readily understood by those with no scientific, technical or computer training.

Each student receives a fundamental knowledge of forecasting, probability, decision trees, sampling, correlation and regression analysis, network analysis, linear programming, resource allocation, PERT, decision-making, and other systematic methods of analysis, as they apply to management tasks in intelligence organizations. He is introduced to the use of computer terminals, the application of computer programs to management and intelligence problems.

OBJECTIVES:

Each participant will be able to:

1. Identify the capabilities, limitations, and applications of systematic methods of analysis in management, support, operations, administration, and the collection and production of intelligence.

2. Use a computer terminal to apply the basic techniques of management science, in simple applications in his own field.

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3. Use the terminology and basic techniques of information science to communicate effectively and collaborate with systems professionals on more difficult problems and requirements.

4. Apply a wider range of rational choices in the analysis of problems and in the decision-making tasks of his organization.

ELIGIBILITY:

GS-11 officers and above, from all Directorates and Offices. No previous technical, scientific, math or computer training is necessary.

SECURITY:

Final TOP SECRET security clearance with certification of access to SI/TK is required.

DATE AND TIME:

21 April through 2 May 1975. 0900 to 1600 hours daily, two-weeks, full-time.

LOCATION:

4600 Fairfax Drive, Arlington, Virginia (Chamber of Commerce Building, Room 912). No transportation will be provided. Detailed instructions on directions to the building, including details on parking, will be mailed to the students prior to the start of the course.

REGISTRATION:

STATINTL Form 73, "Request for Internal Training" must be submitted to OTR/Registry, Room 936, Chamber of Commerce Building, by 1 April 1975. These requests will be submitted through the Training Officer of each Directorate and through the [redacted] as personnel of other Intelligence Community agencies will attend this course.

FURTHER INFORMATION:

On course content call [redacted] STATINTL

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